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# How to Create an Adobe Document Signature

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Converting your Word or Text file to a PDF with Adobe Acrobat enhances the security of your document. Digital signatures are password protected in Adobe Acrobat to ensure the document's copyrights are protected. The advanced document signing feature in Adobe software adds specific information to your signature such as location, contact information and reasons for signature, and is modified within the "Edit" menu.

Difficulty: Easy

## Instructions

### Things You'll Need

- Adobe Acrobat software

- 1** Print your Word or Text file to an Adobe PDF file. Install Acrobat with an option to print to Adobe under the "File" menu. Microsoft Word is compatible with Acrobat and has a tab in the toolbar where there are options for creating a PDF document. Complete all your text editing in Word before printing to a PDF. Combine multiple files and file formats into a PDF with the "Combine Files" button.
- 2** Create a document signature in Security Settings under the "Advanced" tab in Adobe Acrobat. In the pop-up box, click the button "Add ID," and choose the option "Create a self-signed digital ID for use with Acrobat" before clicking "Next." Decide how to store your digital ID in the next box, then fill in the proper information for your signature. Close the box and go back to your document.
- 3** Change the appearance and design of your digital signature under the "Edit" menu and scroll down to "Preferences" to change the appearance of your digital signature or include images. Click "New," in the box that opens.

Title your digital signature. Decide whether to add an image such as company logo, or portrait photograph. Consider what other features (location, reason for signature, or date) you want in your digital signature before clicking "OK," and closing the dialog box.

- 4 Sign a PDF with your digital signature by opening the sign button in Acrobat. "Place Signature" will prompt you to assign a box for your digital signature. The "Sign Document" button provides options for any digital IDs you have created, as well as the appearance options. Input your password for the digital ID you choose in the top scroll-down box. Acrobat then will ask you how you wish to save the file. Change the file name, or overwrite the file name of your original PDF document.

## Tips & Warnings

- View the document in "Preview" mode to show any other signatures on the document.
- Signing your PDF will prohibit further changes to the document. Only add your digital signature after all editing and security preferences are complete.